Give each teacher a copy of the following and read over all five suggestions with them:

**Five Ways to Teach from Bell to Bell**

1. Overplan. In other words, plan enough activities (meaningful ones, not time fillers) so that you will have more than you can teach in one lesson. Do this for every lesson you plan.

2. Start teaching and engaging students the moment they enter your class. Keep teaching and engaging them until they leave.

3. Plan for short, interesting activities. If you have to give an assignment, such as a writing assignment, that may take more than five or ten minutes for students to complete, break that assignment into parts and guide them through each part. At the very least, give them quick stretch breaks during the assignment. Remember, though, that short, quick activities hold students’ interest better than those that are drawn out over longer periods of time.

4. When you give an assignment to students, have a plan for early finishers. Also, always be prepared to provide remediation for any student who might struggle with the activity.

5. Be prepared. Having your lesson well thought out and your materials organized and ready to go will allow you to move quickly and effectively from one activity to the next, without creating idle time.

**IMPLEMENTATION**

Now send your teachers off to implement those five ways to teach from bell to bell. This week and beyond, as you walk through classrooms, notice any improvement in your teachers’ time management, and comment on it. If any teacher is still struggling, do what effective leaders do and provide immediate remediation.

Tell your teachers that you will be walking into classrooms looking specifically for the implementation of the five elements you have just shared. Your effective teachers will always be happy to have you visit their rooms and more than eager to receive suggestions for improvement. Your struggling teachers will now be more likely to be on their toes (as opposed to seated at their desks), working to improve their time management. And if they’re not, it’s time to remediate.